

C-O-N-F-I-D-E-N-T-I-A-L

3 January 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Spring Language Training Program

REFERENCES: (a) TR Catalog of Courses No. 100-1, December 1954
(b) Memo for TLO's from DTR, dated 30 August 1955,
subject: "Fall Language Training Program"

1. This memorandum announces language training programs beginning during Spring, 1956, within the Agency. Programs available at external facilities were announced in Reference (b). Additional courses will be announced from time to time.

2. All applicants are required to complete the following actions prior to OTR consideration of applications:

- a. Interview with staff member of the Language and External Training School (LETS/TR). (Excepted are persons who are continuing previous training in OTR.)
- b. Language Aptitude Testing (Appointments may be made by calling extension)
- c. Proficiency and placement testing (by interview or scheduled test). (For all who are beginning OTR training at other than beginning level.)
- d. Consideration of application by Qualifications Review Panel (for beginning intensive training).

3. Language study opportunities within the Agency are of three types: classes, seminars, and self-study programs. Interested persons should contact their Training Liaison Officer. Additional information can be obtained from Referenced Catalog or by calling Extension

4. The following language classes are offered and will be conducted if enrollment is adequate. Applications must be received by LETS/TR before any person will be admitted to class. Classes meet during normal duty hours unless otherwise stated; laboratory drill may be done at the convenience of the student. The language laboratory (Room 2132, "I" Building) is open on all working days from 0700 to 2000 hours, and on Saturdays from 1000 to 1400 hours.

25 YEAR RE-REVIEW

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